

Individual Characteristics Form
Work Opportunity Tax Credit and Welfare-to-Work Tax Credit

U.S. Department of Labor
Employment and Training Administration
U.S. Employment Service



1. CONTROL NO. (For Agency Use Only)		Individual Characteristics Form Information (Instructions on the Back) OMB Control No.: 1205-0371 Expires: 6/30/01		2. DATE RECEIVED (For Agency Use Only)	
3. EMPLOYER NAME/ADDRESS		4. EMPLOYER FEIN		5. EMPLOYMENT START DATE:	
		6. Have you worked for the above employer before? Yes <input type="checkbox"/> No <input type="checkbox"/>		Starting _____ Wage: \$_____ per hour Job Title: _____	
7. NAME OF INDIVIDUAL (Last, First, Middle)				8. SOCIAL SECURITY NUMBER:	

THE ABOVE NAMED INDIVIDUAL IS DETERMINED AS HAVING THE FOLLOWING CHARACTERISTICS FOR WOTC TARGET GROUP.

9. Is your age between 16 - 25? Yes _____ No _____ If YES, indicate your "Date of Birth" below: Date of Birth: _____		10. Is a veteran and a member of a family that received Food Stamps for a period of at least 3 months in the last 15 months? Yes _____ No _____ If YES, also complete Box 17.		11. Is a member of a family that received AFDC (TANF) benefits for any 9 months in the last 18 months? Yes _____ No _____ If YES, also complete Box 17.	
12. Is a member of a family that received Food Stamps for the last 6 months? Yes _____ No _____ or . . . for at least 3 months within the last 5 months, BUT is no longer receiving them? Yes _____ No _____ If YES to either, also complete Box 17.		13. In the past year has been <u>convicted</u> of a felony or <u>released</u> from prison after a felony conviction? Yes _____ No _____ If Yes, complete below: Date of Conviction _____ Date of Release _____ Total income for the past 6 months for all family members living in the same household: Total Income: \$ _____ (If no income, enter "0" above) Number of family members living in the same household for the past 6 months, including yourself: _____		14. Lives and plans to continue living in a Federal Empowerment Zone or Enterprise Community? Yes _____ No _____ 16. Received Supplemental Security Income (SSI) benefits for any month ending within the last 60 days. Yes _____ No _____	
15. Is receiving or has received Rehabilitation Services through a State Rehabilitation Services program or the Veterans' Administration? Yes _____ No _____				17. If individual is not a primary recipient of benefits, please provide the following: _____ Name of Primary Recipient _____ Address of Primary Recipient Have you lived with this person for the last 6 months from hire date? Yes _____ No _____ If No, list dates and addresses where you lived for the last 6 months in Box 19.	

This section is to be completed by individuals starting work after December 31, 1997 under the Welfare-to-Work Tax Credit only.

18. Is a member of a family that:

- Has received AFDC or TANF payments for at least the last 18 consecutive months Yes _____ No _____ or
- Has received/is receiving AFDC or TANF payments for any 18 months starting after August 5, 1997 Yes _____ No _____ or
- Stopped being eligible for AFDC or TANF payments after August 5, 1997 because Federal or state law limited the maximum time such assistance is payable Yes _____ No _____

19. SOURCES USED TO DOCUMENT ELIGIBILITY:

NOTE: I certify that the information is true and correct to the best of my knowledge. I understand that the information above may be subject to verification. **The signature of the party completing this form is required below.**

20. SIGNATURE:	21. DATE COMPLETED FORM:

INSTRUCTIONS FOR COMPLETING THE INDIVIDUAL CHARACTERISTICS FORM (ICF), ETA 9061: Work Opportunity and Welfare-to-Work Tax Credits. This form is used in conjunction with IRS Form 8850 to determine eligibility for the Work Opportunity Tax Credit (WOTC) and/or Welfare-to-Work (WtW) Tax Credit. The form may be completed by the applicant, the employer or employer representative, the SESA or the Participating Agency (PA) and signed by the person or agency filling out this form. **Note:** This form is required to be used, without modification, by all employers or third parties serving under contract as an agent or representative of the employer.

- Box 1: Control Number (for agency use only).** The SESA or PA determines the Control Number. It may be a Social Security Number, case number, or other appropriate designation which permits easy filing, identification and retrieval of forms. Enter this number here.
- Box 2: Date (for agency use only).** Enter the month, day, and year when the form is received.
- Box 3: Employer Name/Address.** Enter the name and address including zip code and telephone number of the employer applying for a WOTC and/or WtW Certification.
- Box 4: Employer ID No.** Enter employer's federal taxpayer identification number.
- Box 5: Employment Start Date/Wage/Position or Title.** Enter the employment start date, the hourly wage which the employee will be paid. If not known, enter an estimated wage. Also, enter the job or position title, which the individual will be performing for this employer.
- Box 6: Previous Employment for this Employer.** This requires a YES or NO answer. Enter a check mark (4) in the blank space that corresponds to your answer.
- Box 7: Name of Individual.** Enter full name of prospective employee.
- Box 8: Social Security Number.** Enter individual's social security number here.
- Boxes 9 through 18:** Enter a check mark (4) to indicate if your answer is a YES or NO. Provide additional information where requested for either the WOTC and/or the WtW target group eligibility.
- Box 19: Sources to Document Eligibility.** List and/or describe the documents or sources of collateral contacts that are attached to this form or that will be provided. Indicate in parentheses, next to each document listed whether it is attached or forthcoming. Some examples are provided below. The asterisk (*) indicates documents that may be obtained by the employer. Employers may also obtain a letter from the agency that administers a relevant program, stating that the individual or a member of his/her household meets one of the eligibility requirements.

Age/Birth Date

(Required for High-Risk, Summer Youth & Food Stamp)

- Birth Certificate
- Driver's License
- School ID Card/School Records
- Work Permit
- Federal/State/Local Government ID*
- Hospital Record of Birth

Family Income

(Required for Ex-Felons)

- Pay Stubs
- Employer Contacts
- W-2 Forms
- UI Documents
- Public Assistance Records
- Family Members' Statements
- Parole Officer's Statement

Ex-Felon Status

- Parole Officer's Name/Statement
- Corrections Institution Records
- Court Records, Extracts

Food Stamp Recipient

- Food Stamp Benefit History
- Signed statement from authorized individual with specific description of months benefits were received
- Case Number/Identifier

SSI Recipient

- SSI Record or Authorization
- SSI Contact
- Evidence of SSI Issuance

Number in Family

(Required for Ex-Felons)

- Public Assistance
- Social Services Agencies
- Family Member's Statements
- Parole Officer's Statement

Veterans' Status

- DD-214
- Reserve Unit Contacts
- Discharge Papers

Vocational Rehabilitation Referral

- Voc. Rehab. Agency Contact
- Social Services Agency
- Veterans' Administration Contact

AFDC/TANF & Long-Term Assistance Recipient

- AFDC Benefit History
- Signed statement from authorized individual with specific description of months benefits were received
- Case Number/Identifier

Empowerment Zones/Enterprise Community

- Driver's License
- Work Permits
- Utility Bills
- Lease Documents
- Voter Registrant Card
- Computer Printout from Other Government Agencies
- Foodstamp Award Letter
- Housing Authority Verification
- Landlord's Statement
- Letter from Social Service Agency or School
- Library Card**
- Medicaid/Medicare Card
- Property Tax Record
- Postmarked envelope Addressed to Applicant
- Public Assistance Records
- Rent Receipt
- School ID Card
- Selective Service Registration Card
- W-4*

* Where any item of documentation such as a Federal ID Card does not contain age or birth date, the SESA must obtain another documentary source to verify the individual's age.

** Where any item of documentary evidence, such as a Library Card does not contain the holder's address, the SESA must obtain other documentary evidence issued in the jurisdiction where the EZ/EC is located showing the holder's address.

Box 20: Signature. If applicant completes this form he or she must enter signature here. If applicant is a minor (under age 18) the parent or guardian should sign this box. If form is completed by the employer or his/her representative/agent enter corresponding signature here. If form was completed by the intake staff of a SESA or participating agency, enter signature of intake staff in this box.

Box 21. Date. Enter the month, day and year in which the form is completed.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by P.L. 105-34. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, U.S. Employment Service, Room 4470, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371).

For Michigan new hires, please mail this form to:

Bureau of Workers' & Unemployment Compensation
WOTC Unit – Suite 11-450
3024 W. Grand Blvd.
Detroit, MI 48202-3142

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(Cut along dotted line and keep in your files)

TO THE JOB APPLICANT OR EMPLOYEE:

THE INFORMATION AND THE SUPPORTING DOCUMENTATION YOU HAVE PROVIDED IN COMPLETING THIS FORM OR IN SOME CASES OTHER INFORMATION THAT COULD VERIFY THE RESPONSES YOU HAVE GIVEN TO THE ITEMS/QUESTIONS IN THIS FORM WILL BE DISCLOSED BY YOUR EMPLOYER TO THE STATE EMPLOYMENT SECURITY AGENCY, MICHIGAN'S BUREAU OF WORKERS' & UNEMPLOYMENT COMPENSATION, IN ORDER TO QUALIFY FOR A FEDERAL EMPLOYER TAX CREDIT. PROVISION OF THIS INFORMATION IS VOLUNTARY. HOWEVER, THE INFORMATION IS REQUIRED FOR YOUR EMPLOYER TO RECEIVE THE FEDERAL TAX CREDIT. IF THE INFORMATION YOU PROVIDE IS ON A MEMBER OF YOUR FAMILY, YOU SHOULD PROVIDE HIM/HER A COPY OF THIS NOTICE.